
WINTER SCHEDULE 2018

MICROSOFT FOR THE WORKPLACE

Class Description: This course is intended for students who are looking to advance their skills with Word, PowerPoint, and Excel. Students must have fundamental knowledge of Microsoft, basic keyboarding skills, and basic computer skills before registering for this course. This is an Advanced Course.

Registration Date	Fee	Class Times	Start Date	End Date
Tuesday, January 23 6:30pm	\$30	(T) 6:30-8:30pm	2/6/2018	4/24/2018
Wednesday, January 24 6:30pm	\$30	(W) 6:30-8:30pm	2/7/2018	4/25/2018
Saturday, January 20 11:00am	\$30	(S) 11am-1pm	2/3/2018	4/28/2018

Registration Checklist

Please read & contact us with questions prior to registration date

- ☐ The class cost: \$30 (\$15 Course Fee + \$15 Book Fee)
- ☐ Book fee is Mandatory
- ☐ Check or Money Order ONLY; No Refunds
- ☐ You must register on the day you plan to take the class
Example: Come on Tuesday to register for Tuesdays class
- ☐ Space is limited
- ☐ First-come, first-served on day of registration

GAITHERSBURG LIBRARY AVE, 2ND FLOOR
18330 MONTGOMERY VILLAGE AVE.
GAITHERSBURG, MD 20879
QUESTIONS: 240-777-4959

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EAST COUNTY REGIONAL SERVICES BUILDING
3300 BRIGGS CHANEY RD. SILVER SPRING, MD 20906
QUESTIONS: 301-890-1983
